

FUNCTIONAL REQUIREMENTS MATRIX

Functional Category: Cost Accounting

Vendor Response Codes:

S = Standard Function ("Out-of-the-Box")

M = Modification Required

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
	Cost Accounting General Requirements					
	Cost Allocation					
CA 1.00	System allows for allocations to:					
CA 1.01	Fund					
CA 1.02	Appropriation					
CA 1.03	Organization Number					
CA 1.04	Program					
CA 1.05	General Ledger Account					
CA 1.06	Object					
CA 1.07	Project					
CA 1.08	Grant					
CA 1.09	Function Code (i.e., administration, supportive services, etc.)					
CA 1.10	Budget Code (i.e., Fiscal Operations)					
CA 1.11	User-defined level					
CA 2.00	System can interface with other State activity tracking systems to assign costs and measure performance.					
CA 3.00	System accommodates both fixed and variable costs.					
CA 4.00	System should support full costing for providing State services and carrying out programs, and provide allocation processing to distribute overhead or indirect costs that cannot be directly assigned to a direct cost pool at the time incurred.					
CA 5.00	System should provide ability to allocate financial balances from any account coding distribution to any other account coding distribution.					
CA 6.00	System should provide for intermediate pools to accumulate lower-level allocations and redistribute them under another allocation.					
CA 7.00	System should allow user agencies to determine frequency of allocation processing.					
CA 8.00	System should allow user to determine which indirect costs are to be allocated, including the time period in which those costs occurred (e.g., effective start and end dates).					
CA 9.00	System should allocate indirect financial balances based on pre-determined rates, ratios, or statistics.					
CA 10.00	System should provide source and disposition information on the results of allocation processing.					

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CA 11.00	System should allow users to import allocation pool or statistical information from spreadsheets or other desktop tools as a starting point for allocations.					
CA 12.00	System should allow for the processing of a preliminary allocation process for "what if" analysis purposes before the results of the allocation are officially recorded as final.					
CA 13.00	System maintains cost account financial information that is consistent and reconcilable with related general ledger and budget accounts.					
CA 14.00	System should provide allocation screens that provide totals for percentages allocated.					
CA 15.00	System should capture budgeted and actual non-financial statistical information at indicated levels of the agency structure and capture non-financial statistical information for various units of service.					
CA 16.00	System should capture cost allocation factor information and statistics which will control the accounting and allocation of indirect and direct costs to activities through the use of cost pools.					
CA 17.00	System provides for allocation to at least 100 targets (distribution lines).					
CA 18.00	System should provide information on the factors and specifications applied during the cost allocation process.					
CA 19.00	System should provide information on the cost per unit of service being delivered by activities.					
CA 20.00	System should provide for a multiple step (at least 15) cost allocation process.					
CA 21.00	System should provide for automated computing and posting of allocation journal entries on a user-defined frequency.					
CA 22.00	System should perform allocations for reporting purposes only.					
CA 23.00	System should provide reversal of actual allocation and spread based on overall rates at the end of the year.					
CA 24.00	System should allocate, based on user defined criteria, a difference between selected revenue and expense accounts, leaving the corresponding revenue in place.					
CA 25.00	System should provide the capability of cost allocation among unlimited funds.					
CA 26.00	System should provide multiple standard cost allocation reports.					

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CA 27.00	System should provide a user definable report writer.					
	LABOR DISTRIBUTION					
CA 28.00	System allows for allocations to:					
CA 28.01	Fund					
CA 28.02	Appropriation					
CA 28.03	Organization Number					
CA 28.04	Program					
CA 28.05	General Ledger Account					
CA 28.06	Object					
CA 28.07	Project					
CA 28.08	Grant					
CA 28.09	Date Worked					
CA 28.10	Function Code (i.e., administration, supportive services, etc.)					
CA 28.11	Budget Code (i.e., Fiscal Operations)					
CA 28.12	Activities					
CA 28.13	Cost accumulator code					
CA 28.14	User-defined level					
CA 29.00	System should integrate with Time and Attendance function in the Human Resources module to identify combinations of budget accounts, projects, grants, programs, funds, and other State-designated structures to which time was charged and the number of hours charged to each per automated employee timesheets.					
CA 30.00	System should integrate with the Personnel/Payroll module to extract actual payroll costs and codes (including Earnings and Bonus Codes) by employee, cost center or position number.					
CA 31.00	System allows for the use of year-to-date information by employee for use in projection of remaining fiscal year costs.					
CA 32.00	System allows users to define specific payroll-related costs to be considered in distribution process.					
CA 33.00	System allows for the distribution of non-labor costs (i.e., vehicle mileage) based upon employee time data.					
CA 34.00	System should retrieve labor cost distribution transactions for audit and reconciliation purposes.					
CA 35.00	System should employ easy to maintain effective dated system tables that provide edit checks and cross-validation of key fields.					

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CA 36.00	System should maintain transaction level detail on line for a minimum of three years.					
CA 37.00	System provides a mechanism to make mass correction/updates to groups of transactions selected by key fields while maintaining an audit trail.					
CA 38.00	System should support a labor distribution process based on random moment time study results or prior history data.					
CA 39.00	System allows for the use of the results of random moment time studies and other statistical information maintained in Labor Distribution to allocate costs.					
CA 40.00	System should allow for distribution of employer-paid benefits and costs of paid leave taken (release time) and the hours associated with each cost.					
CA 41.00	System should optionally account for and distribute agency-defined non-labor costs based on hours worked (i.e., inmate labor, volunteers) and should process appropriate transactions (i.e., job costing, general ledger, journal, etc).					
CA 42.00	System should support distributing costs based upon time reported in tenth hour increments.					
CA 43.00	System should provide multiple standard labor distribution reports.					
CA 44.00	System should provide a user definable report writer.					
COST ACCOUNTING DESIGN						
CA 45.00	System maintains the following cost assignment rules:					
CA 45.01	Direct tracking of costs					
CA 45.02	Cost Allocation					
CA 46.00	System assigns both productive and non-productive costs.					
CA 47.00	System accommodates both fixed and variable costs.					
CA 48.00	System supports the following costing methodologies:					
CA 48.01	Standard					
CA 48.02	Activity-Based					
CA 48.03	Process					
CA 48.04	Job Order					
CA 48.05	User-defined methodologies (Vendor should specify in the comments column which other methods have been used with their system)					

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CA 49.00	System accumulates the following resource costs:					
CA 49.01	Rent					
CA 49.02	Shipping					
CA 49.03	Labor (Salary and Wage)					
CA 49.04	Labor (Employee Benefits)					
CA 49.05	Labor (Overtime - various types)					
CA 49.06	Additional Labor Costs					
CA 49.07	Classification of Labor					
CA 49.08	Overhead					
CA 49.09	Mileage					
CA 49.10	Insurance Expense					
CA 49.11	Supplies					
CA 49.12	Materials					
CA 49.13	Equipment					
CA 49.14	Inventory					
CA 49.15	Contractual Services (multiple items and rates)					
CA 49.16	Facilities (Rental, Leases, etc.)					
CA 49.17	Utilities					
CA 49.18	Furniture and Fixtures					
CA 49.19	Information Technology					
CA 49.20	Indirect Costs					
CA 49.21	Other Expenditures (Cost Payment Vouchers, journal entries) done separately					
CA 50.00	System assigns resource costs to any element of the Chart of Accounts structure.					
CA 51.00	System provides the following job definition capabilities:					
CA 51.01	Description					
CA 51.02	Location					
CA 51.03	Geographical Information System coordinates					
CA 51.04	Begin Date					
CA 51.05	End Date					
CA 51.06	Elements of the Chart of Accounts Structure					
CA 51.07	Multiple State Reporting Code Fields					
CA 51.08	Billing Information					
CA 51.09	Department Service Order					

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CA 51.10	Pre-encumbrance					
CA 51.11	Purchase Order					
CA 51.12	Job or Project Code					
CA 51.13	Maximum \$ amount for job					
CA 51.14	Revenue Source					
CA 51.15	Audit Start Date					
CA 51.16	Actual Field Work Date					
CA 51.17	Actual Field Work Completed Date					
CA 51.18	Draft Report Date					
CA 51.19	Report Issued Date					
CA 51.20	Multiple (6 minimum) user-defined fields					
CA 52.00	System provides for rollup of several jobs to a project.					
CA 53.00	System provides the ability to associate a fixed asset with a job.					
CA 54.00	System can record all revenue at the job series level.					
CA 55.00	System can capture costs as direct, intra-entity or inter-entity.					
CA 56.00	System allows for the creation of multiple user-defined work input categories.					
CA 57.00	System provides statistical tracking capabilities for the purpose of distributing costs to outputs.					
CA 58.00	System should classify work activities as value-added or non value-added.					
CA 59.00	System should classify costs as direct expense or asset related.					
CA 60.00	System should classify costs as reimbursable or non-reimbursable.					
CA 61.00	System should transfer cost information to accounts receivable for billing by job series.					
CA 62.00	System should group job series for billing purposes.					
CA 63.00	System should setup terms for lease or monthly rental costs and automatically generate billing.					
CA 64.00	System supports full costing for providing State services and carrying out programs, and provide allocation processing to distribute overhead or indirect costs that cannot be directly assigned to a direct cost object at the time incurred.					
CA 65.00	System should allow for calculation of various user-defined rates, including the ability to calculate different internal and external rates for the same task, job, etc.					

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CA 66.00	System should allow overhead rates to be redistributed and amended at user-defined periods.					
CA 67.00	System maintains identity of source of costs and drilldown to source of costs.					
CA 68.00	System provides for jobs that collect costs (pools) and jobs where costs are distributed (bases).					
CA 69.00	System should allow entry of negative overhead rates.					
CA 70.00	System should capture budgeted and actual non-financial statistical information at indicated levels of the agency structure and capture non-financial statistical information for various units of service.					
CA 71.00	System should provide information on the cost per unit of service being delivered by activities.					
CA 72.00	System should accommodate the systematic distribution of payroll expense to the job and task level, based on information reported on the timesheet.					
CA 73.00	System should accommodate offsetting entries for the redistribution of salary expenses recorded to clearing account jobs.					
CA 74.00	System should distribute payroll expenses from and within the Internal Service Fund by application of rates to hours worked (straight time hourly rate, paid and unpaid employee benefit rates, and overhead rates).					
CA 75.00	System allows the costing of usage to a job and the recording of an offsetting entry to a clearing account for the corresponding cost pool.					
CA 76.00	System should distribute indirect costs to multiple indirect cost centers or split funded costs to multiple split funded direct jobs (cost allocation).					
CA 77.00	System should provide an automated mechanism for extracting and costing the following types of resources:					
CA 77.01	Labor					
CA 77.02	Equipment					
CA 77.03	Private Car Mileage					
CA 77.04	Material Usage					
CA 77.05	Chargeback					
CA 78.00	System should provide Labor Costing of time sheet data based on the following factors:					

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CA 78.01	Type of job					
CA 78.02	Type or classification of employee					
CA 78.03	Contractual Services (multiple items and rates)					
CA 78.04	Other Services					
CA 78.05	Organization to which employee reports					
CA 78.06	Rates applied for employee benefits					
CA 78.07	Rates applied for department, division and section overhead					
CA 78.08	Type of work such as regular time, overtime, bonus time, time off					
CA 78.09	Time period worked					
CA 79.00	System should allow costing of equipment usage based on equipment number and units e.g. hours and miles.					
CA 80.00	System should allow manual entry of equipment usage.					
CA 81.00	System should group equipment into classes, and associate rates with each class in order to perform costing.					
CA 82.00	System should allow the flexibility to apply equipment usage rates by class, equipment, or groups of classes.					
CA 83.00	System should allow costing of private car mileage to be based on number of miles driven and can be recorded by timesheet.					
CA 84.00	System should allow manual entry of mileage data.					
CA 85.00	System should utilize a specified rate per mile to calculate the mileage cost.					
CA 86.00	System should allow for manual entry of material issues.					
CA 87.00	System should import/export costed or un-costed records for labor, equipment, materials, mileage, reproduction, materials laboratory, or any other State-defined usage defined as requiring the information.					
CA 88.00	System prevents changes to supporting allocation records once the allocation process starts.					
CA 89.00	System should track production and performance units to the individual and system reporting the units.					
CA 90.00	System reports exception records that fail edits.					
CA 91.00	System should summarize costed transactions at various user-defined levels; i.e. by levels in the GL Chart of Accounts/reporting hierarchy, such as, but not limited to, organization, program, task, project, general reporting category, etc.					

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CA 92.00	System should report cost information through a set of predefined parameters (no programming necessary on part of user) and report formats.					
CA 93.00	System should extract statistical data captured as data elements in the system, such as, but not limited to, vehicle hours, kilowatt hours, number of employees used on a job, number of tasks used on a project, number of documents processed, etc.					
CA 94.00	System will prepare system-generated journal entries of summarized cost data for updating of the general ledger.					
CA 95.00	System maintains historical cost data for at least four years on-line and access to archived data for use in determining rates.					
CA 96.00	System should compute and use system-generated rates; ability to compare and report past actual to standard allocations, compute the variance, and calculate new allocation rates; for user-specified categories and criteria.					
CA 97.00	System should apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are:					
CA 97.01	Labor					
CA 97.02	Each individual's actual rate per hour					
CA 97.03	Average rate for a class of personnel or personnel in a user-defined category (e.g. cost center, grant, project, etc.) based on (a) an average calculated from actual cost for a user-defined period, or (b) a predetermined average rate adjusted periodically					
CA 97.04	Fixed percentage					
CA 97.05	Non-labor					
CA 97.06	Actual cost					
CA 97.07	Moving average actual cost					
CA 97.08	Average cost over a user-defined time period					
CA 97.09	Actual cost for user-defined quantity					
CA 97.10	User specified cost					
CA 98.00	System should cost contract payments and other direct charges based on actual costs posted to and received from GL.					
CA 99.00	System should cost labor, equipment, mileage, reproduction, or any other user defined usage at predefined fixed or variable rates.					

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CA 100.00	System should maintain standard rate tables describing effective dates for rate per unit value, value per unit of each resource (labor hour, mile, etc.), and how the rate is to be applied (hour, unit, etc.).					
CA 101.00	System should allow user to define chargeback/equipment rates to bill by chargeback item/equipment classes.					
CA 102.00	System will track historical fixed and variable costing rates for reporting and for the purpose of reversing and reapplying costs to new accounting distributions.					
CA 103.00	System should adjust the booked cost in a prior period to the actual cost, based on the following:					
CA 103.01	calculated actual rates					
CA 103.02	preset parameters					
CA 103.03	user command					
CA 103.04	selected criteria					
CA 104.00	System will accept a user-entered adjusted rate to recalculate costs.					
CA 105.00	System allows estimated actual costs to be used for costing when actual costs are unknown but resource has been utilized.					
CA 106.00	System will calculate and post memo costing entries to jobs.					
CA 107.00	System will account for and monitor performance measure budgets in order to track dollars spent versus service delivered.					
	COST ACCOUNTING BILLING					
CA 108.00	System creates interdepartmental billings from detailed cost information and data.					
CA 109.00	System creates an interdepartmental contract for department to department charges that create an encumbrance.					
CA 110.00	System creates an internal voucher that charges expenses to the user department and credits the service department.					
CA 111.00	System will transmit interdepartmental billings with line-item detailed charges.					
CA 112.00	System will collect units of service and bill at pre-determined rates.					
CA 113.00	System will process chargebacks that create journal vouchers with the offsets to appropriate accounts to be able to measure what is billed out at rates against the actual costs.					
CA 114.00	System provides the ability for the agency receiving charges to establish parameters that determine where items are charged.					

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CA 115.00	System provides on-line accounts receivable status by user-defined data fields and parameters (i.e. by customer name or number).					
CA 116.00	System will allow for user definition of long-term receivables, segregation from standard receivables, and tracking and control through a control account and subsidiary detail.					
CA 117.00	System has the ability to create system-generated, automated billings from time and material and /or non-direct charges such as surcharges and sales tax, and rates and units of service data.					
CA 118.00	System will generate customized billings based on user-defined parameters.					
CA 119.00	System will generate scannable invoices with a user-defined scan line.					
CA 120.00	System provides the option to bill by work order, job, project, task, program, and activity code.					
CA 121.00	System will exclude or include billing detail data elements, allowable charges, and overheads on specific bills/invoices or on all billings.					
CA 122.00	System will use different overhead rates, employee benefits, and other factors for billing purposes depending on the entity being billed.					
CA 123.00	System determines the lower of actual cost or agency allowable charges for billing purposes.					
CA 124.00	System will handle billings with multiple work orders, jobs, projects, tasks, programs, and activity codes.					
CA 125.00	System generates progress and final billings.					
CA 126.00	System provides the following billing capabilities:					
CA 126.01	Actual cost billings					
CA 126.02	Fixed fee billings					
CA 126.03	Hourly rate billings					
CA 126.04	Fixed rate billings					
CA 126.05	Combination of actual cost and/or hourly rate and/or fixed rate billings					
CA 126.06	Federal and State reimbursed projects' billings					
CA 126.07	Time payments (annual, monthly, semiannual, quarterly)					
CA 126.08	Billings to other state agencies					
CA 126.09	Unit Based					
CA 126.10	Prorated - for example utility charge by square footage allocated.					
CA 127.00	System will establish contractual billings on-line.					

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CA 128.00	System produces trial billings for users to review before producing the actual bill.					
CA 129.00	System will cancel billings and re-establish billing parameters directly into the billing application prior to transmittal to the GL.					
CA 130.00	System provides for invoices that have the ability to include location of work performed by date.					
CA 131.00	System provides for the accumulation of charges for multiple fiscal years.					
CA 132.00	System provides for date sensitivity for all billing-related tables, including contract city liability insurance rates, billing rates, and sales tax tables.					
CA 133.00	System provides for maintenance of tables for overheads and allowable charges for Federal, State, and local government agency requirements for user-defined time periods.					
CA 134.00	System should support invoices with a report of detailed cost information, including all labor, equipment, material, and other expenditure transactions for a specified job.					
CA 135.00	System maintains detail of unbilled charges and memo billed charges.					
CA 136.00	System provides a billing indicator to be used to indicate type of account, e.g. agency, project).					
CA 137.00	System creates a single record and distributes costs to both the financials and the cost accounting systems.					
CA 138.00	Systems figures mirror those recorded in the budget system.					
CA 139.00	System can accommodate multiple billing arrangements.					
	COST ACCOUNTING REPORTING					
CA 140.00	System provides for multiple user defined cost reports.					
CA 141.00	System reports expenses, statistics, revenue by any element in the chart of accounts.					
CA 142.00	System provides departmental reports broken down by cost accounting codes, fund, department, and organizational unit.					
CA 143.00	System provides a set of system assurance reports and control totals that reconcile with data source systems.					
CA 144.00	System provides user-defined reports showing any of the labor distribution elements by a user-specified date range.					

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CA 145.00	System provides a summary report that groups detailed direct expenditures and indirect (allocated) costs by any combination of fund, agency, project, grant and organization.					